

Western District of North Carolina Location Monitoring

Quick Tips Sheet

1) The US Probation Office is open Monday-Friday from 8:00 AM-5:00 PM. It is closed on Federal Holidays.

2) Please do not contact USPO before 8:00 AM or after 5:00 PM during the week or on the weekends or holidays unless it's a medical emergency situation.

3) Please provide USPO with your work schedule in a timely manner. All schedule or leave request must be submitted **3 days in advance**.

4) Please be mindful that employment leave may not exceed 60 hours per week (12 hour days). 7 day per week work schedules are not permitted while on LM supervision, unless approved by the court.

5) If you are required to work overtime, please provide USPO with that information ASAP and not before your schedule return time. Please explain to your employer that you will need advance notice of any work schedule modifications.

6) Please do not deviate from your approved schedule. If you have leave time for work, please do not stop by the mall or coffee shop if you get off early. Your leave schedule is for work only.

If you are self-employed, please be mindful of your activities while at work and make sure that it's consistent with the Home Confinement program.

7) Please remember to provide USPO with copies of your time cards/check stubs on a weekly basis so that your hours away from home may be verified.

8) Please do not request any leave that is not consistent with Home Confinement (Ex. Going out to dinner, movies, park, coffee shop).

9) If you are on CAP, please text or call USPO with the time you would like to go submit your UA.

9) If you text USPO with a leave request, please be mindful that you do not have permission to leave unless you receive a follow up text message or phone call approving the leave. The only exception is for medical emergencies.

10) Please be mindful that any key alert violations such as, late return or early leaves may result in adverse actions such as being placed on lock-down status.